

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Central Region Right of Way (Stockton)	
WORKING TITLE Chief Appraisals	POSITION NUMBER 931-400-4962	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction from the Assistant Right of Way Division Chief, the incumbent will manage the operation of the Right of Way Appraisal Branch. This position may require possible rotation as a Senior Agent into various functional areas within Right of Way.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	<p>Manage and direct the Stockton Office Appraisal Branch. Review and recommend for approval and/or approve all appraisal activities required to secure the required real property interests in accordance with the project schedules. Ensure that appraisals conform with all Federal and State statutory requirements, Department's policies and general requirements as outlined in Chapter 7 of the Right of Way Manual. Periodically evaluate the performance of the appraisal function. Plan, review, organize and make adjustments to staff's work loads to meet delivery commitments to insure timely acquisition and assure compliance with policies and procedures.</p> <p>Provide guidance and oversight to staff regarding the appraisal preparation, value concepts and considerations, methods of valuation, identification of land type and use, improvement valuation and salvage values, improvements pertaining to realty, damages, benefits, and construction contract work providing recommendations for revisions as required during reviews.</p>
15%	E	<p>Direct staff in the preparation of excess land appraisals utilized for the disposal of parcels not required for State Highway Operation include public sale estimates, market-value appraisals, market-value determinations. Review and approve all fair market rent determinations for all nonresidential properties and Replacement Housing Valuations in accordance with the Right of Way Manual.</p>
10%	E	<p>Assist staff in the preparation of right of way project estimates for the parcel acquisitions required on all transportation projects regardless of whether capital expenditures for right of way on the transportation project exist for programming.</p> <p>Responsible for maintaining a file log for each Right of Way project estimate prepared by Right of Way in accordance with the Right of Way Manual Section 4. Entries into the Right of Way Management System for the appraisal section.</p>
10%	E	<p>Provide guidance and oversight to staff regarding development of Outdoor Advertising signs. Ensure staff work with the Advertising Coordinator for determination of the legality of the sign and feasibility of relocation.</p>
10%	E	<p>Implement Task Management procedures including but not limited to: PRSM Implementation; Portfolio Management, track and monitor milestones as well as planned vs. actual expenditures by fiscal year and major task for acquisitions; Risk Management review and assessments; project and phase closeout input.</p>

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5%	E	Make presentations to the public and attend Project Development Teams meetings and/or Public Meetings.
5%	M	Provide necessary oversight for Right of Way Appraisals as related to the District's Special Funded Program and Oversight Projects. Provide policy and procedural direction and monitor local agencies and/or consultant's activities and products to ensure compliance with all applicable state's and federal laws and regulations. Provide readily available maps, plans, studies reports and technical data whether from Caltrans or from outside sources.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a staff of Associates and entry-level Right of Way agents and office support staff.

Incumbent may act on behalf of the Right of Way Chief in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of the following: Right of Way policies and procedures; Federal and State laws and guidelines applicable to the Right of Way processes this includes Right of Way procedures, principles, and techniques of personnel management and supervision. Knowledge of property values and the effect of economic trends on the value, price and cost of construction related to transportation projects. Knowledge of Department's safety, health, affirmative action and labor relations program objectives.

A working knowledge of budgets, staff development and training, professional practices, Right of Way database systems and the task management and resourcing database systems.

Must have the ability to plan, organize, direct and make decisions involving the work of the staff. Must have the ability to: analyze situations accurately, report findings objectively, and recommend an effective course of action; communicate effectively in writing and orally; assist in the development of guidelines and implementation of new programs; and gain confidence of and work collaboratively with other region staff and the public in addition to directing the work of others. Ability to exercise a large degree of independent judgment required in the supervisor's role.

Right of Way appraisal activities are governed by a multiplicity of State and Federal laws, rules, regulations, and policies, necessitating broad analytical knowledge, abilities and skills to assure that the applicable procedures are followed. The tasks performed by the incumbent relating to appraisals and training are complex, detailed and varied. They involve understanding of and interpretation of budgetary allocations and expenditure forecasting. The work requires the incumbent to be innovative and creative because of the complex nature of work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibility and accountability for the successful completion of a major phase or phases of the Right of Way program activities. Poor or erroneous decisions could result in the loss of Federal funds and/or delay of a transportation project.

PUBLIC AND INTERNAL CONTACTS

The incumbent works closely and regularly with all levels of personnel working on Capital project delivery in Right of Way, Project Program Management, and other divisions within the Districts, Central Region and Headquarters. Regular and extensive contact with representatives of other governmental agencies, property owners, and the private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to drive to remote locations in single duration (up to 6 hours); to hear and see for right of way functional purposes; to move 25lbs. to 35lbs (files, boxes, laptops, projectors); to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning; to focus on single tasks, as well as multi-tasks when necessary; to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues; to respond to changing work priorities; and to conduct on-site reviews; such as administrative settlement justifications and estimate costs.

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WORK ENVIRONMENT

While at their base of operation, employees work in a climate-controlled office under artificial lighting, and use a keyboard, video monitor and telephone for long periods of time. May be required to participate in field reviews exposing them to the dust, dirt, uneven ground and traffic.

It is essential to the performance of the duties of this position that the incumbent will be required to travel to meet regional commitments. Evening and Weekend work may be required as well as attendance of training opportunities which may be held at various statewide locations.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE